

The  
Students' Guide

P.

H.

S.

Pittsfield, - Massachusetts

# *This Guide*

*belongs to*

*Raymond Boos*

*Address*

*102 Lenox Ave*

*Pittsfield, Mass.*

*Class*

*Senior B*

*Room*

*12*

## INTRODUCTION

This handbook has been compiled and published under the direction of the *Student's Pen* Staff and is presented to the pupils of P. H. S. as an extra number of *The Pen*. It is designed to acquaint all pupils and especially the new entrants with the rules, the regulations, the aims, and the purposes of our school as well as the responsibilities and opportunities which await the pupil who takes up high school work with the idea of making this part of his education a success. It is impossible to deal in detail with all phases of our school life, but the editorial board has endeavored to present some of the most important facts, which should be known to all pupils. It is hoped that all who receive this handbook will read it carefully and endeavor to co-operate as a member of our school family, to the end that our school may be one of the best.

## HISTORY OF P. H. S.

Pittsfield High School was first opened in November, 1850, in a little wooden building on School Street in the rear of the First Baptist Church, with an enrollment of sixty-six pupils and a faculty of two teachers. In 1867 this building was rebuilt with two stories. It is still standing and is now known as the Municipal Building on Dunham Street. Three years later the town bought the old Medical College on South Street and remodeled it for the use of the High School. In 1876 this building was ruined by fire, but a brick school building—the first in Pittsfield—was erected on the site of the old building the following year at a cost of \$16,000. In 1894 the enrollment of the school did not exceed two hundred pupils and the faculty consisted of seven teachers, among them Mr. W. D. Goodwin, vice-principal at the present time. In 1895 the high school building was again destroyed by fire. Immediately work was begun on a new one and within two years the present central building was opened at a cost of \$25,000. During the two years that the new high school was being built sessions were held in the West Block on West Street.

The enrollment of the school in 1914 exceeded the capacity of the high school building so in the same year the Commercial Department was transferred to the Franklin F. Read School on Fenn Street which had been erected in 1884.

Pittsfield High School has had fourteen principals since it was organized. The present principal, Mr. Roy M. Strout, was engaged as Headmaster in 1921. P. H. S. in its seventy-sixth year, has an enrollment of eight-hundred-eighty-six pupils, and a faculty of forty teachers.

## CALENDAR

### September

School opens.  
Home Room organization.  
Organization of Junior 'B' class and elections  
in upper classes.  
Organization of clubs.

### October

Football season opens.  
Holiday—Columbus Day.  
Deficiency reports.  
First issue of *Student's Pen*.

### November

Mid-semester scholarship reports.  
Thanksgiving vacation. (Wednesday noon  
to following Monday.)

### December

Senior 'A' Dance or Play.  
Deficiency reports.  
Christmas vacation. (December 24th thru  
January 1st.)

### January

Junior 'A' Prom.  
Basketball season opens.  
Pro-merito appointments.  
Semester scholarship reports.  
Graduation.  
Senior 'A' Banquet.  
Close of first Semester.  
Second Semester begins.

### February

Home Room Organization.  
Organization of Junior 'B' class and elections  
in upper classes.  
Holiday—Washington's Birthday.  
Winter vacation begins (One week.)

### March

Deficiency reports.

### April

Baseball season opens.  
Mid-semester scholarship reports.  
Holidays—Patriot's Day and Good Friday.  
Spring vacation begins. (One week.)

May  
Senior 'A' Dance or Play.  
Deficiency reports.  
Holiday—Memorial Day.

### June

Junior 'A' Prom.  
Semester scholarship reports.  
Pro-merito awards.  
Graduation and Senior Banquet.

## BELL SCHEDULE

Mon. & Weds.	Tues. & Thurs.	Fri.	
8:25	8:25	8:25	Corridor & Outside
8:28	8:28	8:28	Corridor & Outside
8:30	8:30	8:30	School Attendance, etc.
		8:37	Pass to "A" Period
		8:40	Period "A" Begins
		9:23	Warning
		9:25	Pass to 1st. Period
		9:28	1st. Period begins
		10:03	Warning
		10:05	Pass to 2nd.
		10:08	2nd. Period Begins
		10:43	Warning
		10:45	Pass to 3rd.
		10:48	3rd. Period begins
		11:23	Warning
		11:25	Pass to 4th.
		11:28	4th. Period begins
		12:03	Warning
		12:05	Pass to RECESS
			1st and 3rd Floors
		12:06	Pass to RECESS
			2nd. Floor
		12:30	Corridor & Outside
			Pass to RECESS
			1st. and 3rd. Floors
			Pass to RECESS
			2nd. Floor
			Corridor & Outside
			Pass to 5th.
		12:35	5th. Period begins
		1:13	Warning
11:51	11:51		
11:52	11:52		
12:16	12:16		
12:21	12:21	12:35	
12:56	1:13	1:13	



12:58	1:15	1:15	Pass to 6th.
1:01	1:18	1:18	6th. Period begins
1:53	1:53	1:53	Warning
1:55	1:55	1:55	Pass to home rooms
1:59	1:59	1:59	2nd. Floor pass out
2:00	2:00	2:00	1st. and 3rd. Floors pass out

*Class*

NOTE: On Mon. and Wed. periods, 2, 4 and 6 are long periods;

On Tues. and Thurs. periods 1, 3 and 5 are long periods.

Friday is a 7-period day with Clubs at period "A".

## REGISTRATION

Both the new entrants and the former pupils are required to register some weeks before the close of the semester. This advance selection of studies makes it possible for the pupils to receive their program cards of classes on the opening day. The former pupils report to the home rooms on the opening day where their new schedules are distributed. New pupils report in the auditorium where they are directed to their rooms. Pupils who for any reason have not been assigned report at the office.

Program cards serve as credentials for admission to classes and teachers will check all cards to see that the pupil is enrolled in the class to which he has been assigned.

## THE HOME ROOM

The home room is the place of assembly at the opening and close of the school day. It is also the unit upon which our school bases its organization. The room is in charge of a teacher and assistant teacher who are responsible for certain duties, involving attendance, discipline, and scholarship. The home room elects officers as follows: a president, who presides at regular meetings of the room; a secretary, who keeps all records and may assist the home room teacher with attendance checking; a treasurer, who has charge, under the

direction of the teacher, of collections for the Athletic Association, and other room funds. The senior rooms send two delegates to the Student Council, while the other rooms send only one.

## STUDENT COUNCIL

The Student Council is composed of two representatives from the home rooms of the upper classmen and one representative from each home room of the underclassmen, the principal, and such members of the faculty as he may appoint. Regular meetings are held for the purpose of discussing any matter concerning the welfare of the school which may be proposed by the pupils or teachers. Through their representatives, the pupils and teachers may make suggestions to the Council. These suggestions are considered and passed upon by the Council. When advisable, any matter may be referred back to the home rooms for discussion or decision by vote. All proposals or decisions of the Council are subject to veto by the principal. The powers of the Council are largely advisory, the purpose being to bring about a closer cooperation and understanding between the teacher and the pupils. Some excellent results have already been accomplished and the Council should receive the strongest support from all the pupils.

## ATTENDANCE

Every boy and girl should strive to attend school regularly. No business could be conducted successfully were the workers often absent from their duties; no more can our school work be successful if pupils do not attend school regularly. Statistics show that every day in school is worth from ten to twenty-five dollars to a high school pupil. It is poor business to be absent often.

Every absence must be excused in writing by the parent or guardian. Pupils who fail to present the required excuse on the day they return to school are assigned to the afternoon session each day until the excuse is returned.

Loss of time at school means low scholarship records. Pupils who are absent without good reason may make up the work lost on Monday afternoons between 3:00 and 4:30 by appointment with the teachers.

### TARDINESS

Tardiness is usually a bad habit. Tardy pupils must report to the office upon arrival. Whenever the reason for tardiness seems satisfactory, a pupil is excused. All other instances of tardiness require attendance at the afternoon session. Allowance is made for all pupils who arrive late because of transportation difficulties. Pupils who are allowed to arrive late are required to report upon arrival at the office.

Tardiness at recess is considered a serious offense. Pupils, tardy to recitations, are sent to the office for explanation to the principal.

### THE AFTERNOON SESSION

On Tuesday, Wednesday, Thursday, and Friday, the afternoon session is held in Room 3 from 2:10 to 3:10 o'clock.

Pupils are assigned to the session for tardiness, for failure to present excuses for absence on the day of return to school, for failure to return report cards on the day due, and for other offenses. Pupils may be assigned to this session for discipline when the assignment is approved by the principal.

All assignments to the P. M. session and other appointments or conditions made by teachers must be kept by the pupils unless excused by the principal.

Pupils are not allowed in the building after school hours unless they have appointments with the teachers or other important school business.

### NO SCHOOL SIGNAL

The signal for no school for the morning session is 6-6 (66), struck twice on fire alarm bells at 7.45 A. M.

A supplementary no school signal shall consist of the electric street lights being turned on for three minutes at 7.45 A. M.

### DISMISSAL

Pupils are warned not to make any business engagements which may interrupt their school work as excuses cannot, as a rule, be granted in such cases.

Pupils taken ill during school hours may obtain a "dismissal slip" from the office. This slip must be given to the home room teacher before leaving.

Except in cases of illness, no pupil will be dismissed without a note from home, which should be presented to the office before 8:30.

On no occasion is a pupil allowed to leave the building without permission from the office.

### LEAVING SCHOOL

Pupils leaving school should report to the principal, who will make out a book statement giving the names of all teachers to whom the pupil recites. Pupils should return their books to the subject teachers, if possible, without interrupting any recitation, and have the book statement signed by each teacher.

### BUT WHY LEAVE SCHOOL?

"High school graduates average twice the earning capacity of those whose education ended in the elementary school. In New York City in 1920 a thorough investigation among thousands of men revealed the fact that boys leaving school at 14 years were, at 25 years old, earning \$661 per year; those leaving school at 18 were, at 25, after seven years of business experience, earning an average of \$1612 a year. The difference, \$951 a year, represents the earning power of \$19,000 at 5%, or \$26.85 for every school day of the added four years. The additional training and knowledge which they receive in high

school is more necessary now than it was during the boyhood of Lincoln and Edison. The more complex civilization becomes, the more nearly impossible it will be for any one to make a success without a high school education or its equivalent."

## STUDY HOURS

Under the single session plan, the greater part of the studying must be done at home. It is of the highest importance that pupils have regular hours free from interruption. Without these regular hours, failure is practically certain. The attention of parents of pupils just entering the school is called particularly to this matter. Many of the failures in the first year come from not recognizing the changed conditions of work upon entering the high school, and the necessity for regular home study hours. For pupils of average ability, from 2 to 3 hours home study are necessary.

## TRAFFIC RULES

Of late, the traffic in P. H. S. has gone a few degrees below the standard which it reached when traffic was first put under the supervision of the students. Seeking to improve this condition, the Traffic Committee of the Students' Council and the Principal have drawn up a code of traffic rules, which should be complied with, if our traffic is to be what we all wish it to be. The rules are as follows:-

1. Single file should be retained in the three main halls, on the stairways, and in the corridors leading to rooms 1-8-9-16-17-20.
2. Talking in a low tone is permissible.
3. Pupils shall pass to the right of all traffic officers.
4. Pupils should walk rapidly to and from their classes and should not loiter in the halls.
5. Teachers shall appoint the officers and see that the stations are properly supervised.
6. Every officer will leave his classes at the direction of the teacher, that he may be at his post when classes are dismissed.
7. Every officer should have a badge and wear it near the left shoulder where it can be

easily seen by all. Badges should not be taken home but left in the desks in the home rooms.

8. It is the duty of every officer to see that the above rules are complied with.

9. The traffic officers on each floor shall be combined into squads at the head of which shall be a chief. It shall be the duty of these chiefs to see that every station has its traffic officer and that the traffic is properly managed at every station.

All traffic is controlled by the pupils. Passing will be orderly and easy when every pupil conducts himself properly.

## RULES OF CONDUCT

The following rules of conduct are the fundamentals of politeness and good breeding found in every true lady and gentleman.

### In the Corridors

1. Avoid all running in the corridors; start in time, and walk.
2. Avoid crowding on stairways.
3. Avoid dropping paper on the floor.
4. Boys' hats off on entering the building; don't put them on again before you are at the outer door, ready to leave.

### In the Classroom

1. When reciting, stand erect with your hands at your sides.
2. Speak so distinctly that everyone in the room must hear you.
3. In order to appear to the best advantage, keep your hands out of your pockets.

### In the Auditorium

1. Avoid all running, romping, and making of unnecessary noise in the auditorium.
2. Avoid eating anything in the auditorium.
3. Avoid dropping paper on the floor. Help to keep the room orderly and tidy.
4. The appearance on the platform of one who is to speak to you should be your signal for immediate silence and attention. Don't wait to be called to order; call yourselves to order.
5. Show your appreciation cordially, but avoid excessive applause. Never stamp your feet or whistle. Carried beyond a certain point, applause ceases to be a courtesy.



## FIRE DRILLS

Fire drill directions are on the boards in all rooms. When gong rings, follow these directions. Don't run but walk rapidly in line. Three lines pass down and out at the same time. Keep on marching after leaving the building so as to allow others to get out. No conversation or disorderly conduct can be allowed during the drill. First pupils at the doors hold them open until lines have passed out and in.

The fire drill is important and should be carried out in a serious manner. The safety of yourself and others depends upon your own conduct.

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## DAILY BULLETIN

A news bulletin is issued daily and read in all rooms during the fourth period. Pupils should give careful attention to all notices. When in doubt or absent, consult the bulletin posted in your room. All notices for the bulletin must come to the office before the beginning of the third period.

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## LOST AND FOUND

Return all found articles to the office.

The loser should report his loss to the office at once.

This includes text books.

Valuable articles may be left at the office.

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## LUNCH ROOM

The lunch room is located in the basement. The prices of food are made as low as possible. Whenever reductions are possible, they are made immediately.

The lunch room is your dining room. Use it as you would your home dining room.

Please place all papers and waste in the waste cans at the side of the room. Leave your table clean except for dishes.

Have exact change ready when possible. It saves time for all.

Your suggestions for improving conditions in the Lunch Room are welcome. Let's have them.

## Conduct Rules in the Lunch Room

1. Avoid rushing into or through the Lunch Room. Walk.

2. Eat in the Lunch Room,—not in the corridors nor in the Auditorium.

3. Don't *throw* paper and refuse into the receptacles provided, *drop* it there.

4. Leave your place in the Lunch Room tidy and spotless.

5. No lady or gentleman will "cut in" on the lines. Only traffic officers with badges are allowed to do this.

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## CARE OF SCHOOL PROPERTY

No student who has pride in his school will at any time intentionally deface or in any way damage any part of the building or other school property. Those who damage property must make good the loss by paying for such repairs as are necessary.

Textbooks are provided free to all. Appreciation of this great help in our education should be shown by giving the best of care to the books. Straps should not be used as they are a source of much damage. Never keep papers, rulers or pencils in text books. Books lost or damaged must be paid for at the office. Receipts are given for all payments and the money is refunded on lost books, if later found. Teachers will not issue a second book for one lost until the pupil presents his receipt for payment for the lost book. Pupils who wish to borrow books to be used outside of their regular classes may do so by making a deposit covering the price of the book. This deposit is refunded when the book is returned. The name and home room are to be indicated only on the label provided for that purpose on the front cover.

The above rules for books applies also to all other material issued free to students such as rulers, note book covers, compasses, protractors, and other apparatus, which pupils are expected to return at the close of the semester.



## TELEPHONE CALLS

Pupils will not be called to the telephone, and messages will not be delivered to them during school hours, except in case of an emergency. Pupils should explain to their parents so that only emergency calls will be made.

Pupils should not use the telephone for calls except in an emergency, and then only with permission.

## BOOK INSPECTION

Book Inspection is held once a month. On a day which is set apart for this, the teachers of the various classes inspect the books and if any mending is needed the pupils are given the material with which to do it. The name and home room number of the pupil, also the condition and the number of the book and the date that it was issued is on a chart in the front of the book. By this inspection the books are kept in good condition and the cost of books which amounts to a great deal each year is reduced.

## ADVISERS

Every home room has two teacher advisers for the pupils in the room, the home room teacher and one other. Pupils should make it a practice to know these teachers well and to take to them any difficulty on which they wish advice. Poor school work, absence, etc., will be checked up by these advisers. Pupils should welcome these conferences and endeavor to co-operate with the advisers. The advice given is for the pupils' good and may mean much in years to come. Remember your teacher is one of your best friends and is working for your interest.

## SELECTION OF STUDIES

Parents and pupils should give careful consideration to the choice of studies. First of all, read the entire contents of the program, together with the explanations and regulations.

The entire curriculum should be determined and approved, and if necessary parents should consult with principals, before the pupil begins work. The intelligent choice of a curriculum is in some cases difficult and is of great importance. Many pupils, if left to themselves in this matter, select a course without adequate reasons.

In order to get the most out of a high school course, it is essential that the program of studies selected by the pupil be arranged in a systematic manner. In arranging his program, the pupil must keep in mind the rules of the school, the graduation requirements, the requirements of the college which he wishes to enter, and the requirements of the vocation which he intends to follow after graduation. If mistakes occur on the program given to the pupil, the matter should be adjusted immediately at the office. Once the program has been made out, with errors corrected, no changes can be allowed. Pupils should bear this in mind, and select very carefully in advance the electives which they expect to study.

## COLLEGE PREPARATORY

### Liberal Arts Curriculum

This curriculum is designed with special reference to the preparation of pupils for the college of liberal arts.

#### Tenth Year

#### Semester.

B	A	Subject	Periods	Points
1	8	English	5	5
1	2	Geometry	5	5
1	8	Latin	5	5
1	2	Physical Training	1	1
Electives: (choose one)				
7	8	French	5	5
1	2	German	5	5
1	2	Greek	5	5
1	2	Spanish	5	5
1	2	History to 1700	5	5
Optional				
		Music	1	1
		Drawing F. H. or		
		Mech.	1	1
		Club	1	1 or 1

### Eleventh Year

Semester.		Subject	Periods	Points
B	A			
9	10	English	5	5
1	2	Intermediate Algebra	3 or 2	3 or 2
9	10	Latin	5	5
<b>Electives: (choose two)</b>				
9	10	French	5	5
3	4	German	5	5
3	4	Greek	5	5
3	4	Spanish	5	5
1	2	Physics (college) or	5	5
1	2	Chemistry (college)	5	5
1	2	Solid Geometry	3 or 2	3 or 2
1	2	History from 1700	5	5
1	2	Ancient History	5	5
<b>Optional</b>				
		Music	1	1
		Drawing	1	1
		Club	1	1 or 1

### Twelfth Year

Semester.		Subject	Periods	Points
B	A			
11	12	English	5	5
11	12	Latin	5	5
1	2	Rev. Mathematics	3 or 2	3 or 2
1	2	U.S. History & Civics	5	5
<b>Electives: (choose one or two)</b>				
11	12	French	5	5
5	6	German	5	5
5	6	Greek	5	5
5	6	Spanish	5	5
3	4	Physics (college) or	5	5
3	4	Chemistry (college)	5	5
1	2	Trigonometry	3 or 2	3 or 2
	1	Advanced or College Algebra	5	5
		Club	1	1 or 1

## COLLEGE PREPARATORY

### Technical Curriculum

This curriculum is designed to prepare pupils for colleges of technology and for scientific courses in other colleges.

### Tenth Year

Semester.		Subject	Periods	Points
B	A			

7	8	English	5	5
1	2	Geometry	5	5
		Foreign language continued or begun	5	5
1	2	Physical Training	1	1

### Electives: (choose one)

1	2	History to 1700	5	5
7	8	French	5	5
1	2	German	5	5
1	2	Greek	5	5
7	8	Latin	5	5
7	8	Spanish	5	5
1	2	Biology	5	5
8		Manual Training	8	4

### Optional

		Music	1	1
		Drawing	1	1
		Club	1	1

### Eleventh Year

Semester.		Subject	Periods	Points
B	A			
9	10	English	5	5
1	2	Intermediate Algebra	3 or 2	3 or 2
		A language continued or begun	5	5
<b>Electives: (choose two or three)</b>				
1	2	Physics (college) or	5	5
1	2	Chemistry (college)	5	5
1	2	Solid Geometry	3 or 2	3 or 2
9	10	History from 1700	5	5
3	4	French	5	5
3	4	German	5	5
3	4	Greek	5	5
9	10	Latin	5	5
3	4	Spanish	5	5
		Club	1	1-1

### Twelfth Year

Semester.		Subject	Periods	Points
B	A			
11	12	English	5	5
1	2	Rev. Mathematics	3 or 2	3 or 2
1	2	U. S. History and Civics	5	5
<b>Electives: (choose two or three)</b>				
1	2	Physics (college) or	5	5
1	2	Chemistry (college)	5	5

11	12	French	5	5
5	6	German	5	5
5	6	Greek	5	5
11	12	Latin	5	5
11	12	French	5	5
5	6	German	5	5
5	6	Greek	5	5
11	12	Latin	5	5
5	6	Spanish	5	5
1	2	Economics and Problems of Democracy	5	5
1	2	Advanced College Algebra	5	5
1	2	Trigonometry Club	3 or 2 1	3 or 2 1-1

### General Curriculum

This curriculum aims to provide a broad and thorough training, and makes it possible to adapt each pupil's program to his individual need and preference. Preparation may be secured in this curriculum for admission to Normal Schools, Schools of Manual and Domestic Arts and other schools.

#### Tenth Year

Semester.			Periods	Points
B	A	Subject		
7	8	English	5	5
1	2	History to 1700	5	5
		Electives: (choose two)		
7	8	French	5	5
1	2	German	5	5
1	2	Greek	5	5
7	8	Latin	5	5
1	2	Spanish	5	5
1	2	Biology	5	5
1	2	Geometry	5	5
		Manual Training	8	4
		Domestic Science	8	4
		Shop Mathematics	5	5
		Optional		
		Music	1	1
		Drawing	1	1
		Club	1	1-1

#### Eleventh Year

Semester.			Periods	Points
B	A	Subject		
9	10	English	5	5

1	2	History from 1700	5	5
		Electives: (choose two or three)		
9	10	French	5	5
3	4	German	5	5
3	4	Greek	5	5
9	10	Latin	5	5
3	4	Spanish	5	5
1	2	Solid Geometry	3 or 2	3 or 2
1		Physiography	5	5
	1	Geology	5	5
1	2	Chemistry (general or college)	5	5
1	2	Physics (general or college)	5	5
1	2	Intermediate Algebra	3 or 2	3 or 2
1	2	Stenography	5	5
		Optional		
		Drawing	1	1
		Music	1	1
		Club	1	1 or 1

#### Twelfth Year

Semester			Periods	Points
B	A	Subject		
11	12	English	5	5
1	2	U. S. History and Civics	5	5
		Electives: (two or three)		
11	12	French	5	5
5	6	German	5	5
5	6	Greek	5	5
11	12	Latin	5	5
5	6	Spanish	5	5
1	2	Rev. Mathematics	3 or 2	3 or 2
1	2	Trigonometry	3 or 2	3 or 2
1	2	Chemistry (general or college)	5	5
1	2	Physics (general or college)	5	5
1	2	Economics and Problems of Democracy	5	5
3	4	Stenography	5	5
		Optional		
		Drawing	1	1
		Music	1	1
		Club	1	1-1

## The Aim of the Commercial Section

The aim of the Commercial curriculum is twofold: to prepare pupils to learn how to live, and to learn how to make a living. These two ideas are kept in mind that the pupils may become worthwhile members of the community when they leave school.

The courses of study are so arranged, that pupils may take that line of business for which they have an aptitude and liking. The first year is a "try-out" period for the pupil. A foundation for general business is laid then. At the beginning of the third or Junior year, one of three lines is open to the pupil: the accounting, the secretarial or the managerial. A reference to the curriculum will indicate the character of the subjects taken. It will be noticed, in glancing at these, that besides the so-called technical subjects, there is always one that is offered each year to give a background and supplement the vocational type. Attention is called to the daily classes in penmanship. This later is regarded more as a useful art than as a science, and hence a need is felt for regular and frequent practice.

A Placement Bureau in the school aids graduates in securing positions. Its one big difficulty is in supplying the demand. On an average sixty pupils graduate each year. Not only do these find employment at graduation, but the majority are working part time in stores, business houses and in industrial plants during their last year. Seniors are sent to the offices of the various school officials to receive practical training in office work, returning to the class room with an added zeal for their studies, communicating ideas to the undergraduates, and stimulating them to greater efforts. The student management of the school bank and of the lunch room, are intramural activities that serve an excellent and practical purpose.

Before the pupil graduates, data is secured as to personal and scholastic qualifications. These are recorded on a "Follow-up Card" upon which is also placed the pupil's photograph. After graduation, the Bureau keeps in touch with the graduates, for the evident purpose of assisting them to secure better or more congenial positions and also to get their reactions that these may be of service to those in school.

## Commercial Curriculum

This curriculum is designed to prepare pupils for general clerical positions, stenographers, private secretaries, and general business, for admission to Colleges of business administration and finance, and for Civil Service Examinations

### Tenth Year

Semester.		Subject	Periods	Points
B	A			
7	8	English	5	5
1	2	Elementary Bkkg. and Business Arithmetic	5	5
1	2	Commercial History	2	2
1	2	Commercial Geography	2	2
1	2	Language Fundamentals (Acquaintance with Latin and Greek roots as forming part of our language)	1	1
1	1	Stenography	5	5
1	2	Typewriting (Experimental for beginners)	5	2½
1	2	Physical Training	1	1
		Electives		
		A modern language or science.		

### Eleventh Year

Semester.		Subject	Periods	Points
B	A			
9	10	English	5	5
1	2	Office Practice (Filing, office machines)	5	5
		Electives		
3	4	Bookkeeping	5	5
2	3	Stenography	5	5
3	4	Typewriting	5	2½
		A modern language or science.		

### Twelfth Year

Semester.		Subject	Periods	Points
B	A			
11	12	English	5	5
1	2	U. S. History and		



		Amer. Gov.	5	5
1	2	Commercial Law Electives	2	2
1	2	Office Appliances		
1	2	Salesmanship	2	2
5	6	Typewriting	5	2½
5	6	Advanced Bookkeeping	3	3

N. B. Penmanship Daily for all—15 minutes, 1 point.

In 11th and 12th years pupils must elect either Bookkeeping or Stenography and Typewriting and may elect both.

N. B. The tenth year is a "try out" year for pupils in the subjects of Stenography-Typewriting and Bookkeeping. At the beginning of the Eleventh year the pupils will of their own choice, after consulting their teachers, drop either Stenography and Typewriting as a secretarial course of two years or the Bookkeeping as an accounting course for the last two years; or with approval of teachers may take both, one being an elective.

Typewriting 1 is started at the beginning of the Sophomore or tenth year; Stenography 1 at the beginning of the last half of the tenth year.

## HOUSEHOLD ARTS DEPARTMENT

The Household Arts course outlined below is a three year high school course, especially designed for pupils who intend to become nurses, dietitians and Home Economic instructors. Pupils who complete this course will receive a Household Arts diploma and pupils who enter this course should plan to complete it as they cannot transfer to other courses without some loss of time.

In this course part of the time is devoted to practical work and part is devoted to subjects in the regular academic courses, such as English, history, mathematics, etc. Both the parents and pupils should understand that there must be supervised home work as a part of the course. The teacher will occasionally visit the home to become better acquainted with the parents and learn from them what progress the pupil is making in her home work. School credit is given for this home work.

## Tenth Year

### Semester.

B	A	Subject	Periods	Credits
1	2	Food	5	2½
1	2	Clothing	5	2½
1	2	Home Projects		1
1	2	Biology	5	5
7	8	English	5	5
1	2	Physical Training	1	4
		Free Elective		

## Eleventh Year

### Semester.

B	A	Subject	Periods	Credits
3	4	Food	5	2½
3	4	Clothing	5	2½
3	4	Home Projects		1
9	10	English	5	5
1	2	Chemistry	5	5
		Free Hand Drawing	1	1
		Free Elective	5	5

## Twelfth Year

### Semester.

B	A	Subject	Periods	Credits
5	6	Food	5	2½
5	6	Clothing	5	2½
5	6	Home Projects		1
11	12	English	5	5
1	2	Physics	5	5
1	2	U. S. History and Civics	5	5

## NOTES ON THE PROGRAMS OF STUDIES

A diploma will be given when all the required subjects have been passed and the student has received at least 120 points. A point represents one period of prepared, or two periods of unprepared work for one semester.

Pupils will be advanced to classes on the basis of points passed according to the following schedule.

Sophomore A	20 points	Grade	10A
Junior B	40 "	"	11B
Junior A	60 "	"	11A
Senior B	80 "	"	12B
Senior A	100 "	"	12A
Graduation	120 "		

Pupils who take a four-year course, that is, those who are not graduates of a Junior High School must have passed 160 points or the equivalent.

Pupils taking a language will be expected to continue for at least two years unless advised to drop it. Colleges do not give credit for less than two years of a given language.

A four year program may be arranged if it seems best for the pupil and with the consent of a parent and approved by the principal. No pupil may study more than two foreign languages without the consent of the principal.

No pupil shall take work to the amount of less than twenty points in a semester unless permission is granted by the principal. Permission for more than twenty-two points must also be obtained. The passing mark is 70% and the mark required for certification to college is 80%.

*Elective Subjects* are those from which a choice of one or more may be made to complete the work required in a given curriculum.

*Optional Subjects* are those from which a choice may or may not be made, but for which extra credit is given if taken and completed satisfactorily.

### SCHOLARSHIP REPORTS

Report cards are issued by the home room teacher quarterly to all pupils. These reports are examined and signed by the parent and should be returned promptly to the home room. Pupils who fail to return cards on the day due are assigned to the P. M. Session daily until card is returned. If the card is lost the pupil must present a written statement from the parent stating whether or not he has examined and signed the report.

By the end of the fifth week and every ten weeks thereafter, special notices are sent to the parents of all pupils who are not doing satisfactory work. These reports are known as "Deficiencies."

The Scholarship ratings are as follows:

A. Superior Work.

B. Good Work--Pupils receiving A or B mark will receive certificates for entrance to those college and normal schools which admit by certificate.

C. Credit for Graduation, but not warranting certification to college.

F. Failure.

X. Work counts for graduation but does not entitle a pupil to continue with the subject.

H. Held, because of incomplete work.

Every pupil should strive:

To prepare every lesson to the best of his ability.

To be alert and attentive in class.

To co-operate and be as helpful as possible.

To make up work lost through absence.

Attitude toward work is marked as follows:

1. Excellent in all of the above respects.

2. Good in most of the above respects.

3. Unsatisfactory.

An "H" is given when for good reason the work is incomplete. All such "held" marks should be removed as soon as possible. When the work is complete the pupil must obtain a statement from the teacher certifying that the work has been completed. This certificate should be presented at once to office. Neglect in this matter may mean serious trouble for the pupils whose records are incomplete at time of graduation.

Honor Grade:--A-1 in four subjects and credit grade in all others.

Credit Grade:--B-1 or better in four subjects and passing in all others.

Note:--Mark of 3 in attitude bars pupils from both lists.

Mark of A-2 is not Honor Grade unless in a 5th subject.

It is, however, a Credit Grade in any subject.

B-2 is not Credit Grade unless in a 5th subject.

### Appointment of Speakers for Graduation

Pupils ranking first and second in scholarship are included in the number of speakers for graduation and are designated as first and second honor pupils. While the school is divided as at present the two pupils highest in rank will be selected from each of the two buildings. The other speakers will be chosen from the first ten in rank in each building by a committee of teachers.

In the assignment of honors all pupils who have been members of the school for two years shall be eligible on equal terms, but no pupil having taken the full course shall be ranked lower on account of his record for the period previous to the membership of a pupil not taking the full course

### GRADUATION AWARDS

The following awards are usually made at graduation:

#### 1. Pro-merito appointments.

The object of this Society shall be the encouragement of superior scholastic achievement by recognition comparable to that now given for athletic achievement.

Members of this Society shall be selected by the Headmaster of each school for that school from members of the Junior and Senior Classes. The first selection from a class shall be made at any time after the completion of the Junior year, and shall include all students of good character who have finished three-fourths of the work required for graduation, and who have an average of at least 85% in all work recorded. A second selection shall be made at any convenient time after the first semester of the Senior year, and shall include all students of good character who have finished seven-eighths of the work required for graduation and have an average of at least 85% in all work recorded.

Meetings of the various chapters of the Society may be held at the individual schools at such times as may seem best to the Headmaster thereof. An annual meeting of all the chapters, or of delegates therefrom may be arranged for by the Society or any section thereof.

The emblem of the Society shall be a pin especially manufactured for the Society and the use of such emblem shall be restricted to duly elected members of the Society.

#### 2. Maplewood Prize Essay.

The Maplewood Institute Association in 1923 established a trust fund for the purpose of awarding semi-annually a prize to the girl student of Pittsfield High School who presents the best written composition on a subject given in the regular school work but designated at the Maplewood Institute Association Essay.

#### 3. Washington Franklin Medal.

The Massachusetts Society, Sons of American Revolution, presents semi-annually a medal to the student who makes the greatest progress in the study of American History.

#### 4. Hartford Alumni Association of Rensselaer Polytechnic Institute Mathematics Medal.

A medal presented annually to the student who has done the best work in Mathematics and Science during his High School course.

#### 5. Collins Scholarship—New York University College of Engineering.

This scholarship of \$300.00 is awarded by New York University upon the recommendation of the principal, to a worthy student with high scholarship rating who wishes to enter New York University College of Engineering.

#### 6. Gold Medals are awarded for proficiency in typewriting.

#### Typewriting Awards Remington

25 Words	Certificate	10 Errors
40 Words	Silver Pin	7 Errors
55 Words	Gold Medal	5 Errors

There is also an Accuracy Test where the pupil must write for fifteen minutes at the rate of sixty words per minute without an error. The award for this is a typewriter.

#### Underwood

The period for writing is fifteen minutes with no limit for errors.

30 words a	Certificate
40 words a	Bronze Medal
50 words a	Bar
60 words a	Silver Medal
70 words a	Bar
80 words a	Gold Medal

#### Royal

Fifteen minutes are allowed for writing with only five errors.

30 words a	Certificate
45 words a	Gold Pin
60 words a	Proficiency Certificate

To find one's average: Find the number of words, subtract ten for every error and divide by fifteen. This is for the Royal and Underwood tests only. For the Remington, find the number of words, subtract ten for every error and divide by ten.

## SCHOLARSHIP ELIGIBILITY FOR SCHOOL OFFICES

To hold office in connection with any school activity the same scholarship eligibility rules as for athletics shall apply. The principal will withhold his approval for the appointment to office of any pupil whose deportment has not been satisfactory.

## COLLEGE ENTRANCE

Admission to college varies with the different colleges. Pupils should make an early study of the requirements of the college which they wish to enter. The following are the usual methods of admission:

1. **By Certificate.** Certificate will be given, to those pupils who earn certificate grade, (80M) for admission to all colleges that admit by certificate. Some colleges admit only by examination.
2. **By Examination.** The College Entrance Examination Board holds examinations at Pittsfield High School every June. The examinations are accepted by all colleges. Some colleges hold their own examinations in June and again in September but most colleges make use of the Ecare College Entrance Examinations in June, and hold only the September examinations at the college. Application for College Entrance Board Examinations should be made before May 1st at the High School office. The fee is \$9.00 and may be paid at the school or at the New York office.
3. **By Certificate and Examination.** Many colleges accept certificates in part of the requirements and examination in the remainder but usually a stated number of units must be offered by certificate.
4. **School Record and High Scholarship.** Some colleges accept the school record in place of certificate or examination from pupils who graduate in the upper section of their class. If the subjects offered meet the requirements.

## NORMAL SCHOOLS

Massachusetts State Normal Schools accept by certificate; pupils who have certificate grade in at least 10 units of the 15 units required. Pupils are also admitted by examination or by certificate and examination.

## GENERAL ELECTRIC APPRENTICE SCHOOL

Graduates of Pittsfield High School are admitted to the three-year course at the General Electric Apprentice School. If the school record of the applicant is not satisfactory, examinations are required in mathematics. Boys who intend to enter this school must have good records in mathematics.

## LIBRARY

The library is open to all pupils in the school, and is in charge of members of the faculty. Access to the library may be had at any period as well as at recess. The pupil desiring to spend a free period in the library is required to obtain a library slip from the teacher for whom he is to do reference work. The slip is filled out with the name of the pupil, the date, and the number of the pupil's home-room. One part of the slip must be detached and left with the teacher in whose room the pupil would ordinarily study, and the other part is given to the teacher in charge of the library.

The library of Pittsfield High School contains books of travel, literature, science, history, reference, and modern as well as classic languages. It has a wide range of magazines and papers pertaining to the current news of the day, and affords interesting, educational reading for the pupils.

## SCHOOL BANK

The School Bank at the Commercial building is open for business every day at recess.



Deposits of one cent or more are accepted. On the tenth of each month pupils who have a deposit of \$1.00 or more, may have the account transferred to any bank in the city where the account becomes interest bearing. Pupils who wish accounts transferred, should leave the school bank book at the school bank before the 10th of the month with a request for the transfer. The transfer will be made at once and a regular pass book from the Savings Bank will be returned to the pupil. The pupil should continue to use his school pass book for further deposits during the next month.

Our banking is a regular part of our school activity and every pupil should be a depositor. Small accounts soon grow to large amounts. If you wish to save for a special purpose use the bank and then withdraw when the money is needed. Graduation expenses, class ring, new suit, or any worthy purchase is good reason for a school bank account.

Banking is conducted by the Bookkeeping classes. The hours for banking are from 12.15 to 12.45 daily. Transfers are made by individual pupils at the Savings Bank and not at the School bank as at the Central Building. Pupil tellers go to the City Banks and under the direction of the officials there make the necessary transfer from the School to their permanent pass book.

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### CLASS ACTIVITIES

Classes organize at the beginning of the Junior year by electing officers and a teacher adviser. Permission for organization and class meetings must be obtained from the class adviser and approved by the principal. All matters pertaining to class activities must be made known to the adviser and approved by him.

All class parties, dances, etc., held by an organized class and under the name of the school must be approved by the principal and School Committee. No arrangements or contracts in connection with such events should be made until the event has been properly approved. A report of the treasury of the class shall be made to the principal each marking period—and more often if asked for.

The class groups in the Central Building and Commercial Building may organize separately with their own officers and departments as in the past.

The Junior and Senior dances and all other social affairs held under the auspices of the class organizations shall be carried on jointly by these two class sections with the possible exception of the senior banquet. The committees in charge of these affairs must be made up of students from both buildings and subject to the approval of the principal. The receipts and expenditures of these dances, etc., shall be divided between the two class sections.

The Commencement issues of the *Student's Pen* are usually paid for in part from the treasury of the graduating class.

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### CLASS PARTIES

Because of the lack of a school hall or gymnasium where dances and social gatherings can be easily supervised, the number of school parties is limited as follows:

Junior A Class Prom—December and June.

Senior A Class Dance or Play—November and May.

Senior Banquet—January and June.

The Junior Prom and Senior Dance are open to the Central and Commercial High School students only.

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### ATHLETICS

Our athletics not only give opportunity for physical development but, they serve as well to keep alive a strong school spirit. Every student should try to enter into some form of sport for his own individual good and for the good of the school.

Our athletics are supported in part by student contributions in the form of weekly collections in the home rooms. By paying five cents per week a student is entitled to admissions to all home games and a copy of each issue of the *Student's Pen*. Our athletic funds are in charge of the principal and the physical director who

are responsible to the Superintendent and School Board for all receipts and disbursements. A financial report is published each month and is subject to the approval of the School Committee.

Our school is a member of the Massachusetts High School Athletic Association and subject to its rules and regulations.

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### Appointment of Captains and Managers Of Athletic Teams

The team captains are elected by the players who have earned the school letter in a given season. The election is called and supervised by the physical director. The managers of teams are appointed from a list of applicants by the physical director and approved by the principal.

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### Award of Letters

The right to wear the school letter is awarded by the physical director and principal to pupils who have represented the school in the required number of games, to managers, and to others who because of faithfulness in attendance at practice or long service as substitutes are deserving of this recognition.

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### RULES OF ELIGIBILITY OF CONTESTANTS

A pupil shall have been a member of some Secondary School for the three months next preceding the contest, unless entering from an elementary school during the same calendar year.

In case a pupil enters one Secondary School from another, he shall be allowed to represent the latter school only in case his family has changed its residence to the town or city in which the new school is located or he has attended this school three consecutive months and in either case his record conforms with all the other eligibility rules of this Association.

A pupil shall secure for the period from the beginning of the school year up to the end of the regular ranking period next preceding the contest, a passing grade in at least twelve periods of prepared work. At least two periods of unprepared work shall be required as the equivalent of one period of prepared work.

To be eligible during the first two calendar months of the school year, the pupil must have satisfied the scholarship requirements in twelve periods of prepared work for the previous year. Back work may be made up in September, provided that it is made up and becomes a matter of final record within one week of the date on which school opens for the year.

For schools on the semester promotion basis the school year is understood to be a semester beginning in either September or February.

A pupil shall be under twenty years of age.

A pupil shall be an undergraduate, i.e., he shall not be a graduate of a course in any Secondary School.

A pupil shall not have been ruled out of a game in any given sport more than once in the same season, except that in basket-ball this rule shall apply only when the contestant has been ruled out for slugging.

### NOTES

All pupils who compete must pass a physical examination.

Students should be careful to state correctly their ages as there is a heavy penalty on the school for playing pupils who are twenty years of age or older.

The aim of all our athletic endeavor is to develop good sportsmanship—the winning of games is of secondary importance.

Our teams deserve the attendance of all pupils at the games—it's good for the pupil as well as the player.

The school is not liable for injuries to pupils who compete on teams. However, all necessary precautions will be taken to safeguard participants. It has been the practice of the Athletic Association to pay all bills for first aid

treatment authorized by the physical director in charge of the team, this amount not to exceed \$15.00.

Members of school teams or candidates for school teams are not allowed to play on teams organized outside of the school except with permission from the physical director. Under no circumstances should pupils take part in any contest with "professionals" or accept money for playing in any athletic contest.

### CLUBS AT CENTRAL BUILDING

The school clubs meet during the "A" period on Friday. Pupils who wish to join a club, register for it as for any subject and are assigned on their program card to the club which they select. Changes in the selection of a club must be made at the office and with the permission of the principal. Changes cannot be allowed after the third week of the semester.

School credit is given for good work done in any club if the pupil is recommended for credit by the club leader. Credit varies in the different clubs. If the club work requires considerable outside preparation a full credit of one point is allowed for one semester. If little outside work is required the pupil is allowed one-half point for one semester.

New clubs will be formed in any worthwhile activity if a sufficient number of pupils apply for membership.

### The Student's Pen Club

The *Student's Pen*, the monthly periodical of the Pittsfield High School, was founded in 1893. This magazine is managed by an editor-in-chief, a board of editors, and several assistants.

All the material published in the *Pen* is written by the students of the school. In each issue there are editorials, stories, an account of student activities for the past month, alumni notes, reports of athletic events, poems, jokes and miscellaneous articles. There is an exchange department also, in which the names of papers received by us are acknowledged.

The *Student's Pen* is practically a self-supporting institution. The money earned by the advertisements pays most of the expenses, the balance being paid from the Athletic Association fund.

The *Student's Pen* is given to every student of the High School who pays five cents a week to the Athletic Association fund.

### The Etiquette Clubs

The Etiquette Clubs were formed by request of the pupils, for the purpose of teaching correct behavior and good manners. An attempt is made to discuss every phase of social intercourse, especially those applicable to high school pupils. The subject is treated from a topical viewpoint, i.e., "Classroom Etiquette," "Ball Room Etiquette," "Theater Etiquette," etc.

The aim is to develop the pupil so that he will be poised, self-confident, and well-mannered.

### The Glee Club

The Glee Club is the largest of the clubs. The members are given instruction and practice in group singing. It is planned to hold at least one concert each year. This club together with the orchestra furnish the music for the graduation program.

### Handwork Club

The Handwork Club is divided into three groups, basketry, knitting, and embroidery. This work, which is very interesting, produces excellent results. The aim of the club is to enable the students to make their own clothes, if they wish, at low cost.

### Current Events Club

The important topics of the day are discussed by the Current Events Club. The class is governed by the pupils who elect their own officers.

### **The Orchestra**

Anyone who has an instrument and knows how to play it fairly well may register with Mr. Smith. The orchestra meets on Friday, the first period one week, the second period the second week and so on. This club is not only a benefit to the individual members but is an asset to our school. Good music is an essential and adds much to the assembly programs.

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### **Posture Club**

This is a club for girls who have poor posture or any back trouble. Exercises are taken by the members to correct these faults. This is not a part of the regular physical training required for underclassmen, but merely an added opportunity offered to those girls who wish to improve their standing positions. Regular club credit is given.

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### **The Radio Club**

The Radio Club of the Pittsfield High School is primarily formed to aid the students interested in the acquisition of the knowledge of Radio engineering, to encourage them in the investigation of the scientific principles underlying radio-activity, and to increase the facility of the members in the practical side of both electricity and the manipulation of radio equipment.

The club is a thorough-going student activity having an organization composed of the usual officers, members, and an adviser, the latter being a member of the High School faculty.

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### **The Public Speaking Clubs**

These clubs were organized for the benefit of those who felt that instruction in Public Speaking would be helpful or useful to them. All do not seek to become great or mighty orators. Some seek the confidence which comes

from knowledge of how to speak well. Others need this course in their chosen vocations. By means of voice training and various kinds of speaking, the members learn what to say on any occasion and also how to say it with the best effect.

The aim of the Public Speaking Clubs may be summed up as follows—to give the student increased power of self-expression through attention devoted to a study of the use of the voice, bodily response, correction of mannerisms and common errors, and practice in speech planning and delivery.

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### **Debating Club**

The meetings of this club are devoted to the study of argumentation and debate. The membership is open to both boys and girls. Up to this time the debates have been confined to the club room but plans are under way for a public debate in the auditorium and it is hoped that another year a debate may be arranged with some other school in Berkshire County.

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### **First Aid Club**

The First Aid Club was organized to instruct girls in the different kinds of nursing. Here one learns the care of the sick, and the sick room, first-aid in case of emergency, and bandaging. The club meets in a part of the basement furnished as a hospital room. A graduate nurse supervises the work and excellent instruction is offered. Members receive the same credit as given in other clubs and on completion of the course, a Red Cross Certificate, which comes from Washington, D. C., is presented if the applicant passes a national examination, which, although taken here, is sent to Washington for correction.

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### **Mathematics Club**

The last group to join our ranks is the Mathematics Club. This, our smallest club,



was organized for those pupils who are especially interested in mathematics. The work of the club consists in solving mathematical problems relating to usual everyday appliances.

#### C. M. T. C.

This Club was started by the boys who attended the C. M. T. C. at Camp Devens. The purpose is to keep before the boys the aims and benefits of the C. M. T. C. The Club is organized as a squad, and elementary military drill is practiced.

### CLUBS AT THE COMMERCIAL BUILDING

#### Etiquette Club

The purpose of this club is practical in its nature. The need of observing the amenities in the home and in the business world today is too evident to give any apology for existence of such a club. The girls and boys in the club realize that they have here a chance to learn many little points, the ignorance of which would cause them many a heartache and moments of embarrassment when they take their place as social beings in whatever community they may chance to be. As provision is not made in the regular course of studies, this club fills a need in giving its members that information they lack for various reasons, and putting them at their ease. The pupils bring to the club written questions that are given to the instructor, who has them discussed and answered.

#### Handwork Club

The members of this Club find it most valuable in learning the practical and the ornamental in knitting, embroidering and the designing of apparel. The instructor is ever ready and eager to stimulate a fondness for this form of feminine creation. The club members themselves have excellent ideas that they pass to one another.

### The Oral Expression Club

This club is for the Sophomores and the Juniors. It is little more or less than an informal class in oral English. Its purpose is to supplement the work of the classes in English. Faults in the method of oral self-expression and its great need in the world about them is discussed and emphasized.

### The Public Speaking Club

The Club is conducted for the Seniors. It is of especial value to those who are to speak at Commencement. For the other members, the fact is brought home to them that their power to express themselves forcefully and convincingly when they take their place in the business world is of prime importance from a monetary as well as from a social stand-point. The mechanics of posture, control of the breathing, poise, etc., are discussed, as well as the hints in formulating reports and making speeches on the spur of the moment.

#### CHEERS

##### Long Pittsfield

Pittsfield, Pittsfield, rah, rah, rah, rah,  
Pittsfield, team, team, team.

##### Short Pittsfield

Pittsfield, rah, rah, team.

##### Growl Cheer

R-r-r-r-r-r-r-r-r-ah,  
R-r-r-r-r-r-r-r-r-ah,  
R-r-r-r-r-r-r-r-r-ah,  
Sis, sis, sis, sis, boom, bah,  
Pittsfield, Pittsfield,  
Rah, rah, rah. Rah, rah, rah. Rah, rah, rah  
Team, team, team.

### Three Pittsfields

- Pittsfield, Pittsfield, Pittsfield.

Hi Zap Zip Zo  
Hi zap sip zo, yae ho let's go.

Pittsfield High School team, team, team.  
(Repeat twice each time faster.)

### Siren

Whistle (siren) boom Pittsfield Rah.

### Pittsfield With Five Rahs

Pittsfield, rah, rah, rah, rah, rah,  
Pittsfield, rah, rah, rah, rah, rah,  
Rah, rah, Pittsfield.

### Pittsfield With Five Claps

Substitute a "clap" for each "rap" in the above.

### Give 'Em The Ax

Give 'em the ax, the ax, the ax  
Give 'em the ax, the ax, the ax,  
Where? Where? Where?  
Right in the neck, the neck, the neck,  
Right in the neck, the neck, the neck,  
There. There. There.

### Soup Yell

S-o-u-p, soup, c-o-u-p, soup  
S-o-u-p, c-o-u-p, soup, soup, splash.

### Set-up

Yae (*First Name*) Yae (*Last Name*)  
Yae, Yae (*First and last name*).  
Spell it out.

P-i-t-t-s-(By one half of squad.)

F-i-e-l-d (By other half.)

P-i-t-t-s-*(First Half)*

F-i-e-l-d-*(Second Half)*

P-i-t-t-s-f-i-e-l-d (All together)

Pittsfield, Pittsfield, Pittsfield.

### Set-up

R-r-r-r-rah! rah! rah!  
R-r-r-r-rah! rah! rah!  
(*First Name*), Pittsfield, (*Last Name*).

### Start Off

Hit 'em high  
Hit 'em low  
C'mon Pittsfield  
Let's go.

### Cannonade

Zip! B-o-o-o-o-m! Ah!  
Pittsfield (*Long Pittsfield*)  
R-r-r-r-r-rah! Rah! Rah!

### Cuckoo

Tin can; who can? we can.  
Katie did; who did? we did.  
Whippoorwill.  
Who will? Pittsfield will.

### SONGS

#### "CHEER ON OLD PITTSFIELD"

Cheer on old Pittsfield, Pittsfield, must win.  
Fight to the finish never give in.  
Rah, rah, rah you do your best boys, we'll  
do the rest boys.  
Fight on to victory. Rah, rah, rah.

#### "PITTSFIELD HIGH SCHOOL"

Tune: "Boola Boola"  
Pittsfield High School Oh Pittsfield High  
School

To you we're singing with voices ringing  
We will never find your equal.  
Oh Pittsfield High School, here's to you.

#### "PITTSFIELD WILL SHINE TONIGHT"

Pittsfield will shine tonight,  
Pittsfield will shine,  
Pittsfield will shine tonight,  
Pittsfield will shine  
When the sun goes down and the moon comes  
up  
Pittsfield will shine.

# WHOOF HER UP

Tune: *Jingle Bells*  
 Whoop her up, whoop her up,  
 Whoop her up some more.  
 Pittsfield High is the school  
 That we all adore.  
 No matter where we roam,  
 O'er land or sea,  
 We will be, Pittsfield High,  
 Ever true to thee.

## PROGRAM

Per	Monday	Tuesday	Wednesday	Thursday	Friday
1	Per. Math 8	Eng	Per. Math 8	Eng 8	Per. Math 8
2	Chem 10	Chem 10	Chem 10	Chem 10	Chem 10
3	Study 12	Study 12	My. Division	Study 12	Study 12
4	Hist 1	Hist 1	Hist 1	Hist 1	Hist 1
5	Study 12	Study 12	Study 12	Study 12	Study 12
6	Eng 1/3	Eng 1/3	Eng 1/3	Eng 1/3	Eng 1/3
A					Whooing 4/5

# PROGRAM

Per	Monday	Tuesday	Wednesday	Thursday	Friday
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# PROGRAM

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The  
Students' Guide

P.

H.

S.

Pittsfield, - Massachusetts